

ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES

Thursday, January 21, 2021

AGENDA

- I. Recognition & Resolutions
- II. Call to Order
- III. Approval of Minutes, Regular Meeting, October 15, 2020
- IV. Adopt the January 21, 2021 Meeting Agenda
- V. Public Comment
- VI. Financial Report FY2021 – Q2—prepared by Mamie Fike, Business Manager
- VII. Regional Reports
 - A. Athens-Clarke County
 - B. Franklin County
 - C. Madison County
 - D. Oconee County
 - E. Oglethorpe County
- VIII. Director's Report (including any Staff Presentations and Communications)
- IX. Committee Reports
 - A. Finance
 - B. Vanguard
 - C. Policy – Chromebook circulating policy
- X. Old Business
- XI. New Business
 - A. Updated Board Member List
 - B. Updated Committee List
 - C. Action Items
 - a. Approval of the Chromebook policy
 - b. Approval of the Mileage Reimbursement Rates for CY2021
- XII. Announcement
- XIII. Adjourn

Next Meeting April 15, 2021 at 3:30 pm

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of January 21, 2021 Meeting

Virtual Meeting through Zoom 3:30 pm

Meeting was called to order at 3:37 p.m. by Chairman Timmons. Present were Ms. Bryant, Mr. Campbell, Ms. Darnell, Mr. Garner, Ms. Kaplan, Mr. Lutz, Ms. Norris, Mr. Rice, Ms. Russell, Ms. Shoemaker, Ms. Terrell, Chairman Timmons, and Ms. Westmacott. Absent was Ms. Harrison, Mr. Shapiro. Staff attending were Ms. Bell, Ms. Bowden, Mr. Bush, Mr. Deal, Ms. Eades, Ms. Fay, Ms. Fike, Ms. Josey, Ms. Mayfield, Ms. Mead, Ms. Moncrief, Ms. Plaksin, Ms. Schumann, and Ms. Shull.

The Minutes of October 15, 2020 board meeting with corrections were unanimously approved. (Moved by Mr. Campbell, Seconded by Mr. Lutz)

The adoption of current Agenda was unanimously approved (Moved Ms. Westmacott, Seconded by Mr. Rice)

Public Comment - None

Recognitions:

- Robin Fay and Lindsay Josey were given the Staff Person of Distinction award during our Staff Development Day. **Robin Fay**, who is our webmaster and has worked extremely hard during the pandemic crisis to enable and keep our online activities running smoothly. **Lindsay Josey** is our Collections Librarian. Lindsay oversaw moving our collection purchases from print to electronic materials. She did this swiftly and continues to order e-materials.

Financial Report:

- FY21 2nd Quarter Financial Report unanimously accepted.

Regional Reports

Athens-Clarke County:

- Ms Russell reported that the services being offered by the branches in Clarke county are well received by the patrons and the process of offering these services is working well.
- The State Librarian, Julie Walker has been able to have our library workers across the region named essential workers in order to advance their chance to receive a Covid vaccination if they so choose more quickly.
- The new print management system being considered will improve our offerings to county residents enormously by allowing more access to digital services.
- The newly wrapped Library van made its debut during the Athens-Clarke County MLK parade. This van has been equipped with technology that will allow broadband access to our more rural areas and “deserts” across the region.

Franklin County:

- Grab and Go is going very well as are all the services offered.
- Royston received a \$5,000 donation and will be used to purchase the print management system being offered.

- Royston also received the Georgia Power Community Program of the Year for your community garden. It is a wonderful honor.
- Lavonia has received a \$4000 grant from the Hart County EMC.
- Mr. Timmons asked if funds were restricted? Ms. Shoemaker said the Royston donation was requested to stay in Royston and the Lavonia grant will be used at that branch only.
- Maggie West, branch manager for both locations, has received a scholarship to attend a Rural Libraries Conference.
- The Franklin County Board of Education has still not contributed to the library.
- The Franklin Board of Trustees are actively recruiting new membership. Ms. Westmacott suggested changing the time of meeting could help.

Madison County:

- The Madison branch has also received great response from our patrons concerning services offered. Patron visits have increased by 30%, Computer use is up 318%, Wi-Fi up 57%, and circulation of materials have increased by 89%.
- A free pantry was offered outside of the library over the last few months for the community to share or take what was needed.
- Paperback books were donated to a local prison.
- Jennifer Ivey, branch manager will continue to attend the Appalachian Leadership Course.

Oconee County:

- Due to the interest from the community in our new library location, we had to move our quarterly meeting from the Bogart branch to the Civic Center. We are very excited about the new branch as well as the community interest.
- We would like to thank the Oconee and ARLS staff with all of the work and support that has been given throughout this process so far.
- We have signed an MOU with the Oconee County School system to implement the PLAY student library card program.
- Sadly our Friends of the Library Book Sale has been postponed but look forward to having one in the fall.

Oglethorpe:

- I would like to introduce the new Board Chair and an ARLS representative for Oglethorpe County Library, Michael Garner. Mike is a retired lawyer for Delta Airlines as well as recently completing a degree in horticulture!
- Currently Oglethorpe County Library is open 10 hours per week for Grab & Go service plus 26 hours for Curbside service. In addition, patrons can book computers inside for an hour's use.
- Our children's specialist, Jessica Ellis, is providing online Story Time every other Friday for all regional libraries plus a monthly virtual children's program.
- We are restarting the adult Book Club meetings, virtually, on Jan. 26.
- The Oglethorpe County Farm Bureau donated books to OCL plus we are very grateful to our Friends group for donating \$7,000 for the purchase of circulation materials.
- Energy Assistance Program interviews were held at the library by the Ninth District Opportunity organization to help residents with utility bills.
- Our branch manager, Austin Jenkins, was asked to join our school system's ASPIRE program committee to provide after school enrichment to Primary and Elementary school students. This combined with the new Tutor.com program will be an excellent

addition to library services to area students as well as adults/parents.

- The vacant library assistant position has been filled. Nicole Hensley will be our new Program Specialist. Our other library assistant, Laura Lindsey, is celebrating her 14th year working for our library!
- Our new board chair, Mike Garner, is pursuing ways to upgrade our HVAC system. Any information on or experience with an ‘ionization’ process added to other library’s HVAC systems would be greatly appreciated by him.

Director's Report:

- Julie Walker has recently informed us that work is beginning on the State FY22 budget. Joint appropriations hearings are scheduled for the week of the 18th. She asks that we begin to contact our legislators on both the House and Senate side. I will be sending out talking points to each Board and to Branch Managers to share with their Friends membership. Some specific areas to request support are:
 - Capital projects: It is important to garner support from our delegation. Please ask them to express their support to the Appropriations Chairs. ARLS has the East Side Library on this list.
 - Urge support for our MRR and LibTech funds. We could not have accomplished all that we did this year without MRR funding, so that is important too.
 - Materials funding remains crucially important, particularly with growing demand for electronic books and materials.
- There will probably not be a library legislative day (hot dog day) this year.
- Through an **IMLS CARES Grant**, the Georgia Public Library Service will reimburse ARLS an additional \$3,745 for Personal Protective Equipment. Before the end of last fiscal year (June 2020) GPLS through a grant reimbursed ARLS a little over \$6,000. This new and additional funding is good news since the ARLS restricted account for COVID PPE was down to \$608.61. Julie Walker, State Librarian, informed us that all library staff could register for **COVID vaccine** as “essential workers”. This information was shared with all staff. It is not mandatory and was sent as information. I suggested staff speak with their personal physician to see what the best course of action would be for them.
- We continue to work under **COVID restrictions** for limited hours and limited in library use. Both Curbside and Grab and Go services have a steady flow of users and our patrons are appreciative Regionwide. We may as a Region scale back to our Phase 4 services if the increase in cases continues to rise. The situation will be carefully monitored.
- **Ventilation systems** continue to be installed throughout the Region. Nate Rall, Construction and Facilities Director for GPLS has agreed to a 90% reimbursement for these systems. When the systems are installed, please let me know so that we can get the reimbursement out to the funders.
- The new **Library Van** makeover is complete. If you will recall, a new van was approved for ARLS in FY 2018 with signal boosted wireless and solar panels approved in FY2020. The plan is to use the van to travel around the region to locations that do not have broadband access. The details of this are still being worked out. Many thanks to Sue Plaksin, Greg Deal and Rhiannon Eades for making all this happen.

- We expect to have [**Tutor.com**](#) available to our patrons by the middle of January. Tutor.com is a tutoring service (and much more) that the Regional Board agreed to fund for this year, while so many students are learning from home. This program will be available to students hopefully beginning on February 1, 2021. Access will be from 2:00pm - 9:00pm daily.
- We held a successful **Staff Development Day** in November despite the coronavirus. The Staff Person of Distinction honor was awarded to two staff persons this year both working for the Region but out of the headquarters building. **Robin Fay**, who is our webmaster and has worked extremely hard during the pandemic crisis to enable and keep our online activities running smoothly. **Lindsay Josey** is our Collections Librarian. Lindsay oversaw moving our collection purchases from print to electronic materials. She did this swiftly and continues to order e-materials.
- I added a new award this year. The “**Most Valuable Team Award**”. I believe it will be an important award as we move forward in years to come. The rules of the Staff Person of Distinction Award are that no member of the Resource Team is permitted to win. The Staff Person of Distinction Award was created for frontline staff only. However, this year, a year like no other, required an acknowledgement of a team that worked long hours creating, supervising, devising, organizing, and planning our public and internal response to the COVID crisis. They continue to do this work. The first **Most Valuable Team** was awarded to our hardworking **Resource Team** members.
- During the pandemic there was a federal program FFCRA which provided up to two weeks of continued normal pay for staff if they had contracted COVID. This program ended on 12/31/20 and we are hopeful that it will be reinstated but until that time we would like to continue the program throughout all branches for employees that may contract the virus to avoid hardship for them.

Committee Reports:

Finance - None

Vanguard - None

Policy -

- Chromebook Lending Policy discusses the lending and return policy including charges of late fees and non-returns. This policy is in proper order and is recommended by the committee for vote by the Board.

Old Business: None

New Business:

- Approval of Chromebook Policy
- Approval of the State of Georgia Mileage Reimbursement Rate for FY2021

Announcements: None

Adjourn:

With no further business, Chairman Timmons called for adjournment at 4:43pm. (Motioned by Mr. Campbell, Seconded by Ms. Norris, unanimously approved)

Next Meeting is scheduled for April 15, 2021 at 3:30 pm.

Board Actions:

- Approve the Chromebook Lending Policy, Unanimously approved (Motioned by Ms. Shoemaker, seconded by Mr. Rice)
- Approve the State of Georgia Mileage Reimbursement Rates for FY2021, Unanimously approved (Motioned by Mr. Lutz, Seconded by Ms. Westmacott)
- Approve the continuation of Covid Leave pay for current employees when presented with proper documentation, Unanimously approved.. (Motioned by Mr. Campbell, Seconded by Ms. Russell)

ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES

Thursday, April 15, 2021

AGENDA

1. Recognition & Resolutions
2. Call to Order
3. Approval of Minutes, Regular Meeting, January 21, 2020
4. Adopt the April 15, 2021 Meeting Agenda
5. Public Comment
6. Accept the Financial Report FY2021 Q3 prepared by Mamie Fike, Business Manager
7. Regional Reports
 - a. Athens-Clarke County
 - b. Franklin County
 - c. Madison County
 - d. Oconee County
 - e. Oglethorpe County
8. Director's Report (including any Staff Presentations and Communications)
9. Committee Reports
 - a. Finance
 - b. Vanguard
10. Policy
 - a. Pinewoods Meeting Room Policy,
 - b. Hotspot lending policy
 - c. Historical Context statement
11. Old Business
12. New Business
 - a. Updated Board Member List
 - b. Updated Committee List
13. Action Items
 - a. Approval of the Pinewoods Meeting Room Policy,
 - b. Approval of the Hotspot lending policy
 - c. Approval of the Historical Context statement.
 - d. Approve the temporary FY22 budget (ARLS board authority to operate until the actual fy22 budget is received and approved).
 - e. Approve the revised state materials budget with new \$.40 per capita.
 - f. Accept the FY20 Audit/AUP
14. Announcement
15. Adjourn

Next Meeting July 15, 2021 at 3:30 pm

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of April 15, 2021 Meeting

Virtual Meeting through Zoom 3:30 pm

Meeting was called to order at 3:37 p.m. by Chairman Timmons. Present were Ms. Bryant, Mr. Campbell, Ms. Darnell, Mr. Lutz, Mr. Rice, Ms. Russell, Ms. Shoemaker, Chairman Timmons, Mr. Garner, Ms. Westmacott, Ms. Norris, Mr. Shapiro and Ms. Terrell. Absent was Ms. Harrison. Staff attending were Ms. Bell, Ms. Mayfield, Ms. Shull, Ms. Green, Ms. Schumann Ms. Fike, Ms. Price, and Ms. Shimobi-Obijuru.

The Minutes of January 21, 2021 board meeting with corrections were unanimously approved.
(Moved by Mr. Campbell, Seconded by Mr. Lutz)

The adoption of current Agenda was unanimously approved (Moved Ms. Westmacott, Seconded by Mr. Rice)

Public Comment - None

Recognitions: - None

Financial Report:

- FY21 3rd Quarter Financial Report was unanimously accepted.
- Ms. Fike reported we are at 75% revenue, and at 73.42% with expenditures. We have a surplus of \$15,591.00

Regional Reports

Athens-Clarke County:

- Ms. Russell spoke with board members and did a roster update. She reported that the committee is set to be in a good position for the remainder of the year.
- Mr. Timmons reported that Vice Chair Holly Kaplan will no longer serve on the ACC Board. Her husband has accepted a position in Grenada, therefore, they will be relocating this summer.

Franklin County:

- Ms. Shoemaker reported that the board met in person for the first time this year, and they were able to meet the new board members.
- They still have not received funding from the school system, but will approach them next month, in hopes that they will give again.
- The Children's Librarian in Royston will be leaving, but fortunately she will be joining the board.
- Their Friends group is stagnant due to the pandemic. They are figuring out how to make their Friends stronger and more active.

Madison County:

- Mr. Rice reported they have two new board members, Linda Pitts and Peggy Terrell.
- They've had approximately 5700 patron visits, served 566 curbside, and 414 with grab and go.

- Sadly, Mr. Rice reported former Manager of the Madison County Library, Jennie Ruth Echols, recently passed away. Ms Echols served as Manager from 1967 - 1995.

Oconee County:

- Mr. Campbell reports that the decision has been made on the location of the new library located in Watkinsville. It will be located in WIRE Park, off of Barnett Shoals Road. Mr. Campbell thanked Chair Timmons, Ms. Bell, and all staff members for their support on the project.
- They have been meeting with partners for funding. Everything looks positive. So far, no one has indicated that funding will be reduced.

Oglethorpe:

- Mr. Garner gave the report. He reported that they welcomed a new board member.
- Oglethorpe has expanded its grab and go hours from 10 hours to 24 hours a week.
- In February, the HVAC system was upgraded to increase air filtration. The upgrade was done in time to qualify for state funds. Mr. Garner thanked Mr. Campbell, and Mr. Rice for providing helpful information about the upgrade.
- The Board approved acquisition of the mobile printing services for patrons. The service should be up and running very soon.
- The staff received favorable comments on Google and on their Facebook page.

Director's Report:

- Ms. Bell Introduced new staff. Ms. Mayfield was promoted and is now serving as Assistant Director of Regional Services. Ms Price was hired, and is now serving as Administrative Assistant. Ms. Shimobi-Obijuru was promoted, and is now serving as Regional Circulation Manager. Ms. Bell expressed her excitement regarding the new hires and promotions.
- The General Assembly has passed the final budget. We received .40 cents per capita; up from .35 cents per capita. MRR funding decreased slightly.
- Ms. Bell reported Libraries will receive 200 million dollars as part of the stimulus package. Funding will go through LSTA and IMLS to the states, and there may be possible grants and mini grants. The Georgia allotment is just over 4 million dollars, and is part of the ARPA stimulus package focused on pandemic response, and the digital divide.
- Ms Bell provided a Covid Update. The Governor recently issued a new Executive Order that extends that state of emergency until 4/30/2021. The new executive order eliminates the ban on gatherings and shelter in place orders, and eliminates the mask mandate.
- Mr. Timmons clarified the terminology of the Executive Orders. We can no longer require masks as part of our policy, except in ACC, where there is still a mask mandate in place. Other counties can not require a mask unless the county has hit a threshold. The threshold is defined as having 100 or more new cases, per 100,000 residents, within the last 14 days. Clarke is the only county that meets this threshold. Other counties in the region are close to meeting the threshold, and numbers will be monitored.
- Rhiannon Eadeshas started making signs that read, "MASKS ARE REQUESTED," instead of "MASKS ARE REQUIRED." Signs will go out promptly. Face shields will be offered to patrons who do not choose to wear a mask.

- Between Grab and Go, curbside service, and open hours, our Libraries are open about 80 to 90%. Regular hours will resume May 17th. Starting May 1, we will only quarantine materials for one day. Starting May 17, we will no longer quarantine books and materials. Ms. Bell referenced the REALM Project and other studies that have shown that there is very little risk of contracting the virus by touch.
- The Dr. Seuss Corporation pulled six books from publication because of racial insensitivity. Ms. Bell stated that we followed policy, and put the books through our request for reconsideration. It was decided that the books did contain value as historical merit, and would remain in the collection. The books will not be checked out, but will be available to the community in our Reference or Heritage collections.
- The new Oconee Watkinsville branch will be located in WIRE Park. Ms. Bell has prepared a MOU for Oconee County and invites all board members to review and comment. Mr. Campbell commented he does not feel Watkinsville should be included on this MOU, but they should be invited to view it. Mr. Campbell suggested that Director Bell move forward with the MOU.
- We completed another successful National Library Week. All locations received proclamations from their counties. Each location did a YouTube video highlighting volunteerism in hope of getting more board members and Friends. ACC did a D.E.A.R. (drop everything and read) Day video. The video received rave reviews and garnered a good amount of traction. The video can be viewed on the ACC Library website.
- Ms. Bell suggested that Oconee's interest in wanting to open earlier than May 17 should be brought forth as an action item. Ms. Bell shared that May 17 was chosen in an effort to hire staff, and give staff a chance to get vaccinated, and therefore ease anxiety regarding reopening. Mr. Campbell stated that Oconee would like the freedom to make some decisions specifically for Oconee County because the board is getting questions from their funding agencies regarding open hours and access for students. If Oconee schools are out, and the library is not open, it would create a problem within Oconee County, who's last day of school is May 21. The Oconee board wants to know if there is anything they can do to expedite the opening of their library. Mr. Shapiro and Ms. Russel voiced concern of potential complaints if one branch is open and another is not, and to what extent does the region operate as a whole. Ms. Darnell inquired about Oconee School Systems mask policy, to which Mr. Campbell replied that masks are recommended, but not required. Ms. Bell likes the idea of the region operating as one unit, but understands that different counties have different needs. Chair Timmons explained that considering Executive orders, there is not much we can do, and we should minimize the negative PR as best as we can. Ms. Norris explained that the school system does support funding for the Oconee library, and students have been attending school in person, but have not been able to utilize the library. She feels that this is a crucial time for students having to complete schoolwork before school is out, and opening May 1 would support the students by giving them access to the library a couple of weeks before school is out. Ms. Shoemaker expressed that although it wouldn't hurt to open early, it would hurt other branches in PR.

Committee Reports:

Finance - None

Vanguard - \$33,795.37

Policy :

- The Pinewoods Meeting Room Policy discusses the usage and limitations policy of Pinewoods meeting rooms. This includes reservations and scheduling, fees, food/drink service, and priorities for reservations. This policy is in proper order and is recommended by the committee for vote by the Board.
- The Hotspot Lending Policy discusses the lending and return policy including overdue fines, and charges for lost or damaged hotspots. This policy is in proper order and is recommended by the committee for vote by the Board.
- The Historical Context Statement discusses the policy for inclusion in the Heritage Room Collection.

Old Business: None

New Business:

- Updated Board Members List: Updates and changes should be sent to Ms. Price. Mr. Timmons will assign members to committees and the list will be edited accordingly.
- Updated Committee List: Updates and changes should be sent to Ms. Price. Mr. Timmons will assign members to committees and the list will be edited accordingly. Members should email Chair Timmons with preference.
- Approval of Pinewoods Meeting Room Policy
- Approval of the Hotspot Lending Policy
- Approval of the Historical Context Statement
- Approval of each individual county deciding if they should open before May 17 if the Board votes in favor of opening early.

Announcements: None

Adjourn:

Chairman Timmons called for adjournment at 4:55pm. Unanimously approved.

Next Meeting is scheduled for July 15, 2021 at 3:30 pm.

Board Actions:

- Approval of the Pinewoods Meeting Room Policy, Unanimously approved with corrections (Motioned by Mr. Lutz, seconded by Ms. Shoemaker)
- Approve MOU to be submitted to Oconee County, with cc to Watkinsville, Unanimously approved (Motioned by Mr. Campbell, Seconded by Ms. Norris)
- Approval of the Hotspot Lending Policy, Unanimously approved, (Motioned by Ms. Terrell, Seconded by Mr. Campbell)
- Approval of the Historical Context Statement, Unanimously approved with corrections, (Motioned by Ms. Norris, Seconded by Mr. Campbell)
- Approve individual counties to make the decision to open before May 17, Unanimously approved, (Motioned by Ms. Shoemaker, Seconded by Mr. Garner)
- Approve the temporary FY22 budget, Unanimously approved, (Motioned by Mr. Lutz, Seconded by Mr. Shapiro)
- Approve the state material budget, Unanimously approved, (Motioned by Ms. Shoemaker, Seconded Ms. Terrell)
- Accept the FY20 Audit/AUP, Unanimously approved, (Moved by Ms. Terrell, Seconded by Ms. Norris)

ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES

Thursday, July 15, 2021

AGENDA

1. Recognition & Resolutions
2. Call to Order
3. Approval of Minutes, Zoom Meeting, April 15, 2021
4. Adopt the July 15, 2021 Meeting Agenda
5. Public Comment
6. Accept the Financial Report FY2021 Q4 prepared by Mamie Fike, Business Manager
7. Regional Reports
 - a. Athens-Clarke County
 - b. Franklin County
 - c. Madison County
 - d. Oconee County
 - e. Oglethorpe County
8. Director's Report (including any Staff Presentations and Communications)
9. Committee Reports
10. Policy
 - a. Juneteenth Holiday Policy
11. Old Business
12. New Business
 - a. Acceptance of Proposed FY2022 Budget
13. Action Items
 - a. Ratify salary supplements as discussed
 - b. Acceptance of proposed FY2022 Budget
 - c. Acceptance of Juneteenth Holiday Policy
 - d. Keep Tutor.com or not
14. Announcement
15. Adjourn

Next Meeting October 21, 2021 at 3:30 pm

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of July 15, 2021 Meeting

Boardroom 3:30 pm
Draft

Meeting was called to order at 3:30 p.m. by Chairman Timmons. Present were Mr. Campbell, Ms. Norris, Mr. Lutz, Mr. Shapiro, Mr. Garner, Mr. Rice, Ms. Terrell, Ms. Shoemaker, Ms. Bryant, Ms. Darnell, Mr. Timmons, Ms. Bell, and Ms. Russell. Absent was Ms. Westmacott. Staff attending were Ms. Price, Ms. Fike, Ms. Mayfield, Ms. Shimobi-Objiru, Ms. Schuman, Ms. Plaksin, and Ms. Green, Ms. Flanigan.

The Minutes of April 15, 2021 board meeting with corrections were unanimously approved.
(Moved by Mr. Campbell, Seconded by Mr. Rice)

The adoption of current Agenda was unanimously approved (Moved by Mr. Lutz, Seconded by Mr. Campbell)

Public Comment - None

Recognitions: None

Financial Report:

Ms. Fike gave the report. 4th Quarter Financial Report unanimously accepted.

Regional Reports

Athens-Clarke County:

Ms. Russell gave the report. She reports that the Library is participating in outreach again through Community Resource Fairs.

The Heritage Room held an online program, "The History of LatinX Immigration in the Southeastern United". The program is available for viewing on the Library's YouTube channel. The Teen department has 50 teens signed up for Beanstack for the Summer Reading Program, with 283 digital badges earned so far. They held their first in-person program on June 7th and created adoptable pet portraits.

The Children's department created a Region wide hybrid Summer Reading Program. They have started holding outside, in-person storytimes along with virtual programming.

Franklin County:

Ms. Shoemaker gave the report. She announced Franklin County has a new board member, Donna Avery.

Ms. Shoemaker reports that the Board of Education did not contribute again this year a funding is low. However, staff are excited about their jobs and doing a great job with children and teen programming.

A request was made to the county to have additional members on the Library's BOT to replace the BOE members no longer serving. The county manager is looking into the bylaws to see if this request can be accommodated.

Madison County:

Mr. Rice gave the report. He was pleased to report that Library use has gone up since the library opened fully to the public, and computer use is up 289%!!

The Library partnered with the DPH as a site for a Covid vaccinations.

Library staff, Carley Stewart and Zachary McCannon are enrolled in the Valdosta State MLIS program and received all A's their first semester! Congratulations!! Technology Specialist, Camden Joiner has resigned. Mr. Rice shared that a community member was very thankful to the staff for explaining how to use the Splash Pad located near the library.

Oconee County:

Mr. Campbell gave the report. He attended the Wire Park meeting in June and met all interested architects. Eight proposals were received and are currently being reviewed. The \$60,000 Watkinsville capital funding check was received.

The board recently had a request for reconsideration from a patron regarding "Silence is My Mother Tongue". The library prepared a detailed document and followed the process. The novel is set in Sudan, and the main characters are refugees. The board voted to keep the novel in adult fiction based on the recommendation of library staff and the Intellectual Freedom Committee.

Mr. Campbell reports that Soria Feljenhauer is leaving the board and has accepted a position with Clarke County School District.

Oglethorpe:

Mr. Garner gave the report. He reports that Library usage is up. Mr. Garner thanked the staff at Clarke for creating craft kits. They have been very popular. On June 16th they held their first in-person story time. Virtual storytimes will also continue. Nicole held her first in-person program for Teens. Both Jessica and Nicole are working with the schools to provide regular programming and services during the week.

The FOL held a successful book sale on June 15th.

The Oglethorpe Echo printed the proposed FY22 budget in the paper showing the requested increase in funding to provide a modest increase in wages for staff.

Director's Report:

Director Bell was happy to report that after working with the boards, supplements were given to all library employees hired prior to 4/1/2021. Supplements were initially for state employees making 80,000 or less. Staff were very appreciative.

The Libraries resumed regular hours on May 17th. Meeting rooms opened to the public on June 1st, and we stopped the quarantine of materials on May 1st. As an organization, we are working towards a new normal. Staff are still required to wear masks and practice frequent hand washing and use hand sanitizer. 86 of 121 employees reported they have been vaccinated. She also reported that all remaining PPE has been distributed to the branches. Ms. Bell worked with the DPH to coordinate the vaccine clinics offered at libraries throughout the Region. ACC, Madison, Oglethorpe, and Oconee Counties participated.

IT Manager, Greg Deal is working on the ENA switch from Windstream. The internet speed will be three times the current speed with this change. The Print Management system should be installed by August. Patrons will be able to print from any device and home by simply coming into any branch to pay. Training will be provided for all staff.

Director Bell stated that we are working to move the Watkinsville project along. The MOU is signed, the RFP went out, and we received 8 proposals. Ms. Bell, Mike Eddy, Rubelien Norris,

Sue Plaksin, and Toby Mayfield were present for the opening of the RFP proposals. The proposals will be reviewed over a two-week period. A doodle poll will go out to those on the committee to go over the reviews and select the top proposals.

There are several grants in the works. Sue Plaksin is working on an IMLS grant for hearing loops in every meeting room across the Region. A hearing loop is a RFD signal that individuals wearing hearing aids can sync to, allowing for an improved experience hearing meetings, speakers, movies, and more. There will be a MRR funding match if this grant is received.

Eddie Whitlock retired on June 30th. He will be greatly missed. Jashondra Flanigan was hired to work with Sue Plaksin in HR. Ms. Flanigan will also handle purchasing, and develop a volunteer program which we hope to launch by the end of the year. Jashondra will complete her Master's program in September.

Committee Reports:

Chair Timmons requested Ms. Price send the Committees List to all board members.

Foundation - None

Policy -

- Juneteenth Holiday Policy

Mr. Campbell inquired if the policy was Regional. Director Bell answered yes.
Unanimously approved (motioned by Ms. Shoemaker, Seconded by Ms. Russell)

Personnel - Mr. Shapiro stated the board go into Executive Session following Adjournment.

Old Business: None

New Business:

- Acceptance of the proposed FY2022 Budget
Unanimously approved (Motioned by Mr. Campbell, Seconded Mr. Lutz)

Announcements: None

Adjourn:

With no further business, Chairman Timmons called for adjournment at 4:28pm. (Motioned by Mr. Campbell, seconded by Mr. Campbell, unanimously approved)

The board went into Executive session.

Next Meeting is scheduled for October 21, 2021 at 3:30 pm.

Board Actions:

- Ratify salary supplements as discussed, Unanimously approved (Motioned by Mr. Campbell, seconded by Mr. Lutz)
- Acceptance of the proposed FY2022 Budget
Unanimously approved (Motioned by Mr. Campbell, Seconded Mr. Lutz)
- Acceptance of the Juneteenth Holiday Policy
Unanimously approved (motioned by Ms. Shoemaker, Seconded by Ms. Russell)
- Keep Tutor.com or not
 - Ms. Bell stated Tutor.com costs \$15,000 per year. Although the number show low usage, she believes this year was an outlier. We had 62 sessions and 30 users. Tutor.com is a nationally recognized service.
 - Ms. Norris asked if there was any contact with the school board prior to purchase and if we received any feedback from the schools. Ms. Bell wrote the school superintendents and cc'd the board chairs.
 - Ms. Russel commented that CCSD expressed renewed interest in the program at the ACC Board meeting.
 - Mr. Garner shared that Oglethorpe has received positive feedback from a parent and patron seeking resume help.
 - Val suggested Toby Mayfield work with the branch managers to get the word out to the schools.
 - Ms. Shoemaker suggested putting a flier in the back to school packet students take home at the beginning of the school year.
 - Ms. Harris suggested an announcement in the school newsletter.
 - Ms. Terrell commented that we should have a way to evaluate effectiveness if we commit to keeping the service.

The board agreed reevaluate keeping the service after more user data is collected. The board will revisit this issue in October and January.

ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES
Thursday, October 21, 2021
AGENDA

1. Recognition & Resolutions
2. Call to Order
3. Approval of Minutes, Meeting, July 15, 2021
4. Adopt the October 21, 2021 Meeting Agenda
5. Public Comment
6. Accept the Financial Report FY2022 Q1 prepared by Mamie Fike, Business Manager
7. Regional Reports
 - a. Athens-Clarke County
 - b. Franklin County
 - c. Madison County
 - d. Oconee County
 - e. Oglethorpe County
8. Director's Report (including any Staff Presentations and Communications)
9. Committee Reports
 - a. Finance
 - b. Personnel
10. Policy
 - a. Hotspot Circulation Policy
 - b. Staff Recognition Policy
11. Old Business
12. New Business
 - a. Strategic Planning Committee needs new members -- one from each county
 - b. Action Items
 - i. Approval of Hotspot Circulation Policy
 - ii. Approval of Staff Recognition Policy
 - iii. Approval to move forward with new website platform, WordPress
 - iv. Approval of Positive Pay purchase
 - v. Approval to move forward and with RFP
13. Announcement
14. Adjourn

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of October 21, 2021 Meeting

MPR - B 3:30 pm

Meeting was called to order at 3:30 p.m. by Chairman Timmons. Present were Mr. Campbell, Ms. Darnell, Mr. Garner, Mr. Lutz, Ms. Norris, Mr. Rice, Mr. Shapiro, Ms. Terrell, Ms. Westmacott, Ms. Avery, Mr. Woods, and Ms. Hunt. Absent were Ms. Bryant, Ms. Russell, and Ms. Shoemaker.

Staff attending were Ms. Price, Ms. Fike, Ms. Mayfield, Ms. Shimobi-Obijuru, Ms. Schuman, Ms. Plaksin, Ms. Green, Ms. Flanigan, and Ms. Eades.

The Minutes of the July 15, 2021 Board meeting were unanimously approved. (Moved by Mr. Campbell, Seconded by Mr. Woods)

The adoption of the current agenda was unanimously approved. (Moved by Mr. Lutz, Seconded by Mr. Campbell)

Public Comment - None

Recognitions: Chair Timmons welcomed new ARLS BOT members, David "Chip" Woods, Alice Hunt, and Donna Avery.

Julie Darnell and Jean Westmacott are at the end of their terms. Both were recognized for 10 years of service on the Board of Trustees, and were presented with a nameplate in a book of their choice, in honor of their service.

Bill Prokasy and Wally Eberhart were named Trustees Emeritus. The resolutions will be framed and hung on display in the Library.

Financial Report:

Financial Report FY2022 Q1, prepared by Mamie Fike, Business Manager
Ms. Fike gave the report. Director Bell stated there will be a decline in travel and professional development in March and April due to the PLA conference. She would like to send as many staff as possible.

Financial Report FY2022Q1 was unanimously approved. (moved by Mr. Rice, seconded by Mr. Campbell.)

Regional Reports

Athens-Clarke County:

Ms. Darnell gave the report. She reports that the ACCL Board approved the LED lighting project for Pinewoods. The ACCL Board also gave their approval for Director Bell to approach the FOL with the idea of running and managing the Library Store.
The ACC is in the process of reviewing their constitution and Bylaws.

Franklin County:

Ms. Avery was not able to give the report due to her absence at the Franklin BOT meeting.

Madison County:

Mr. Rice gave the report. He was pleased to report the Friend of the Library book sale was a great success. The Library is serving as a supplies drop off site for the Senior Center, and a summer lunch distribution site in partnership with the school system.

Congratulations to Branch Manager, Jennifer Ivey!! Jennifer recently graduated from the Appalachian Leadership Institute.

The Library is in need of a humidifier for the Ayers Room. The Board is researching humidifiers and prices.

The Madison County BOT welcomed a new Board member, Teri Drake-Floyd. Teri is a local author that has donated several books to the Madison County Library.

Oconee County:

Mr. Campbell gave the report. He was happy to report that Children's programming has resumed and is going strong. The *Among Us* teen program has been incredibly successful! The FOL fall book sale was held at the Civic Center, and it was very successful. They are looking forward to holding another book sale at the Civic Center in February.

Mr. Campbell informed the Regional Board that the Architectural Firm, Ponder & Ponder, was selected for the Wire Park project.

The Oconee County BOT welcomed a new Board member, Matt Stephens. Mr. Stephens is the Assistant Principal at Oconee Middle School.

Oglethorpe:

Mr. Garner gave the report. He reports that the Library participated in Community Day, a community outreach event. The prize wheel was very popular and the children enjoyed it. Anyone who spun the wheel, and answered the question correctly, won a brand new free book!

The FOL fall book sale featured a raffle for a table donated by a local business, and jewelry donated by a local artist. The sale earned \$1900.00.

Mr. Garner was pleased to report that Summer Reading Program participation increased 265% compared to last year!! There were 35 readers, and 563 books read! Outside storytime has resumed in the Library parking lot. The teens are having fun playing a game called *Drop Mix*. Mr. Garner offered his sincere thanks to Ms. Westmacott for her service on the Oglethorpe Board.

Director's Report:

Director Bell reports that after consultation with IT and the Resource Team, she would like to recommend we work with Kaptiv8 to move the ARLS website from a Joomla platform to a WordPress platform. ([Action Item](#))

Energy Harness has been working with libraries around the county. They are assessing the lighting needs and giving recommendations on moving to more efficient LED lighting. Lavonia and Pinewoods are getting LED lighting, and ACCL already had LED lighting. Each County received the Energy Harness proposal and will vote on whether or not they would like to move forward with it. ([Action Item](#))

Ms. Bell, and Business Manager, Mamie Fike, have been in discussion with Truist Bank. A "Donate" button on our website that filters gifts to each county are among some of the things being discussed. Truist has also suggested we purchase Positive Pay. Positive Pay will protect us from expenses caused by fraudulent checks. It costs \$99.00 per month. Ms. Fike added that it is not required, but it is best practice. ([Action Item](#))

Ms. Bell was happy to report that the region has 45 hotspots in circulation. The hotspots are available for checkout and should help patrons who may not have internet access. The hotspot can be checked out for a week at a time, and must be returned for 24 hours before the same patron can check it out again. This should give everyone fair access to the Hotspots. Board members were presented with the Hotspot Circulation Policy for approval. ([Action Item](#))

Mr. Garner raised concerns regarding rural areas that lack cell phone service, and if the hotspots would work in those areas. Ms. Bell will bring this concern to the IT department. Mr. Lutz inquired if maintenance and service are covered. Ms. Bell replied that maintenance is covered for one year. After the year is over, the service expense would come out of the supplies, maintenance, and technology funds of each county and be redistributed.

Mr. Woods asked if hotspots can run out of bandwidth. Mr. Timmons suggested reporting on the patrons' experience with using the hotspot at the January meeting.

IT Manager, Greg Deal and his team have completed the new print management system. Director Bell expressed thanks to the IT staff for all of their hard work. Staff training is complete and publicity will come soon.

Ms. Bell shared that she has prepared and shared a draft RFP for a Strategic Planning consultant with the Board. A Strategic Planning Committee should be assembled that includes a representative from each location. She asked Board members to go back to their counties and report to her in November if anyone is interested in being on the committee. The meetings will be held via Zoom to eliminate any distance challenges. All staff will get a chance to weigh in on the Strategic Plan. Mr. Lutz agreed to be on the committee.

Board members were made aware of an error in regards to the 2021 Holiday Closings. Assistant Director, Trudi Green, stated New Year's Day falls on a Saturday. Policy states that we should be closed on December 31 in this scenario. ([Action Item](#))

Committee Reports:

Finance - Mr. Campbell gave the report. The Vanguard is at \$36,000. We will withdraw \$2,200 for staff development day.

The committee reviewed both Positive Pay and the "Donate Now" button. Both are recommended with a review of Positive Pay in two years. The committee expects there will be a lesser amount of checks being written in the future. ([Action Item](#))

Policy - Mr. Timmons gave the report and stated he will send out an email in the near future regarding committee assignments.

Board members were given copies of the Hotspot Circulation Policy and the Staff Recognition Policy.

Mr. Timmons stated the committee recommends the approval of both policies. ([Action Item](#))

Personnel - none

Old Business:

- Chair Timmons stated an ad hoc committee should be assembled to review the Constitution and Bylaws.
Mr. Rice, Mr. Campbell, and Ms. Avery volunteered to review the Constitution and Bylaws.

New Business:

- Strategic Planning Committee needs members.
Mr. Lutz agreed to be on the committee.

Action Items:

- Approval of Hotspot Circulation Policy (Motioned by Mr. Rice, seconded by Ms. Westmacott, unanimously approved)
- Approval of Staff Recognition Policy (Motioned by Ms. Westmacott, seconded by Ms. Norris, unanimously approved)
- Approval to move forward with Kaptiv8 for website platform (Motioned by Ms. Terrell, seconded by Mr. Garner, unanimously approved)
- Approval of Positive Pay purchase (Motioned by Ms. Westmacott, seconded by Mr. Garner, unanimously approved)
- Approval to move forward with RFP (Motioned by Mr. Campbell, seconded by Mr. Garner, unanimously approved)
- Approval to move forward with donate button (Motioned by Ms. Norris, seconded by Mr. Rice, unanimously approved)

Announcements: None

Adjourn:

With no further business, Chairman Timmons called for adjournment at 4:26pm. (Motioned by Mr. Rice, seconded by Mr. Campbell, unanimously approved)

Next Meeting is scheduled for January 20, 2022 at 3:30 pm.

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